MMARS Schedule FY06-07

MMARS On-line Hours

Monday – Friday
8:00 A.M. – 6:00 P.M.

Help Desk

Monday - Friday

8:00 A.M. – 5:00 P.M.

617-973-2468

Saturday Hours (9:00 A.M. – 3:00 P.M.)

December 17, 24 & 31	July 15, 22 & 29
January 21 & 28	August 19 & 26
February 18 & 25	September 16, 23 & 30
March 18 & 25	October 21 & 28
April 15, 22 & 29	November 18 & 25
May 20 & 27	December 16, 23 & 30
June 17 & 24	

Tentative Dates for Closing Accounting Periods 2006-07*

Period	Date
Period 5	December 14
Period 6	January 14
Period 7	February 13
Period 8	March 13
Period 9	April 13
Period 10	May 11
Period 11	June 13
Period 12	July 13
Period 1	August 11
Period 2	September 13
Period 3	October 12
Period 4	November 13

Final dates to be announced on the Knowledge Center

Holiday Schedule

MMARS and LCM onlines are available Monday thru Friday 8:00 A.M. - 6:00 P.M. daily, regardless of holidays; however, no MMARS cycle will be run on holiday nights.

Preview of FY06-07 Dates

Date	Activity
In the mail on or before 1/31/2006	Forms 1099 and W-2
May 17 - May 25	FY07 Tables Roll
May 26	House 1 Load
May 30	FY07 Opening
June 15 - June 16	Contract Roll
July 10	Last Day to Enter Split Week Payroll (50/50)
July 24	Roll Uncommitted Balances Types 2CN and 3TN

Payroll Schedule

The Payroll cycle is run and adjustment processing (LARQ/PRADJ) done nightly.

Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
HRCMS	Daily Reports	Daily Reports / Step Increase Report	Post Payroll Reports	Daily Reports	Daily Reports
LCM	LCM Predictive Reports	LCM Predictive Reports (Last)	LCM Production Reports	Time Logs	LCM Predictive Reports
MMARS			PRLDE/PRLIF Created		

Payroll Day

Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
HRCMS	Daily Reports	Daily Reports / Step Increase Report	Daily Reports / Automated Step Increase Report	Daily Reports	Daily Reports
LCM	Time Logs / LCM Predictive Reports	LCM Predictive Reports			LCM Predictive Reports
MMARS					